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68-3820/6

4 September 1968

MEMORANDUM FOR: Director of National Estimates
Deputy to the DCI for National Intelligence
Programs Evaluation
General Counsel
Legislative Counsel
Inspector General
Director of Planning, Programming,
and Budgeting
Special Assistant for Vietnamese Affairs
USIB Executive Secretary
Chief, Executive Registry
Chief, Historical Staff
Cable Secretary

SUBJECT : Purge of Inactive Records

1. I have authorized the establishment of the CIA Records Management Board to stimulate and monitor the drastic reduction of the Agency's records holdings and to investigate the entire range of problems affecting the Agency's paperwork management. The Board is chaired by the Agency Records Management Officer and is comprised of representatives from each directorate and the Office of the Director.

2. The Board will undertake as its first and most urgent order of business a reduction in the volume of retired office records at the Agency Records Center. Sporadic and ineffectual efforts over the years to control the retirement of records and purge the volume on hand not only have failed to eliminate the retention of useless paper but also have permitted the Records Center to be filled to its storage capacity. I anticipate that a determined effort to deal seriously with the glut of records could result in as much as a 50 percent reduction in Agency holdings.

3. I expect that the independent offices and components in the Office of the Director will participate fully in the records purge and

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GROUP 1
Excluded from automatic
downgrading and
declassification

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that each of you will appoint an officer to supervise the purge and to work closely with [REDACTED] the O-DCI representative on the Records Management Board. The Records Management Board will report to me by 30 September on its initial progress, including a definitive plan with target dates for effecting the purge. You are therefore requested to provide an initial report to the Board via [REDACTED] Room 6D57, Extension 7863, no later than 20 September. [REDACTED] will provide you with guidance as to what specifically is required in your initial report.

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L. K. White
Executive Director-Comptroller

cc: AO-DCI
Chief, Audit Staff
CIA-EPO

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